

SIGNING AND STRIPING SUPERVISOR

DEFINITION

To plan, organize, supervise and participate in the work of crews engaged in the construction, maintenance, and repair of City's traffic signs, pavement markings, graffiti removal, and related facilities and structures; provide for the instruction and training of assigned staff; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Senior Public Works Supervisor.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise, review and participate in the work of staff involved in the construction, maintenance and repair of City's traffic signs, pavement markings, and graffiti removal.

Set work standards and establish schedules and work methods; inspect work in progress and upon completion; visit work sites.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Participate in the selection of staff and provide or coordinate staff training.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Review work orders and inspect sites where work is to be performed; assist in budget preparation; estimate time, cost, labor, equipment and material needs; measure and lay out areas to be painted; assign personnel and orders necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Operate and troubleshoot problems with sign striping equipment and perform minor repairs and adjustments as needed; operate plastic line equipment; train employees on striping equipment including mobile air-atomized or airless-striping machine.

Monitor work activities to ensure compliance within established policies and procedures; instruct crews on proper work and safety procedures and ensure compliance; conduct safety meetings.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Operate City trucks, trailers and tractors with attachments skillfully and safely.

Maintain work related records and prepare various reports using a computer.

Interpret drawings, diagrams, specifications and blueprints as required.

Act as Senior Public Works Supervisor in his/her absence as assigned.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, equipment, and procedures used in the installation, maintenance and construction of traffic signs and pavement markings.

Traffic paints, solvents, and related street painting materials.

Principles and practices of supervision, training, and performance evaluation.

California State Manual of Traffic Control Devices Codes and Regulations related to assignment.

Pertinent Federal, State and local laws, codes and regulations.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Principles and practices of conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar and punctuation.

Ability to:

Plan, assign, direct and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer; assist in budget preparation.

Read and interpret construction sketches and diagrams.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decisions within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience in traffic signs repair, maintenance, and construction, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, effective communication, leadership or related area.

License or Certificate

Possession of a valid Class "B" California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk, walk, stand, bend, crouch or stoop; use hands and finger to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; communicate in person, use a two way radio, and use a telephone; at times perform sustained heavy physical activities on a continual basis; lift or carry weight of 100 pounds or less. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors it is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors it is with exposure to a variety of weather conditions, traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous chemicals and substances.

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